
904.204 Development and Validation of Tests

Tests for each examination shall be developed and validated in compliance with equal employment opportunity objectives and merit principles, and in accordance with professionally approved validation strategies such as content, criterion-related or construct validation where it is technically feasible.

904.205 Admission to Compete in Assembled Examinations

Persons submitting applications during the period specified in the examination announcement shall be admitted to compete in the examination provided, it is clearly shown that requirements for admission are met. Where doubt exists as to whether or not the applicant meets the minimum requirements for admission to the examination, the Director of Education/Superintendent may authorize conditional admission. Such action shall not be construed as entitling the applicant to certification or appointment until such conditional admission has been confirmed by the Director of Education/ Superintendent. Persons admitted to take an examination must provide a valid document verifying their identity.

904.206 Conduct of Examinations

- A. Examinations shall be held at such time and place which is most practical and meets the need of the service, and shall be administered by an authorized representative of the Department.
- B. If an assembled examination is to be administered, qualified applicants shall be notified of the date, time and place of the examination. The Director of Education/Superintendent shall not be responsible if a notice is lost or delayed in the mail, or sent to an applicant's former address through failure of the applicant to inform DOE of a change of address.
- C. No applicant shall be entitled to take an examination at a date, time or place other than that stated in his notification, except as the Director of Education/Superintendent may authorize.
- D. All applicants for examinations involving physical ability or